

Minutes from the May 21, 2003
Printing and Mail Managers Exchange Forum Teleconference

Twenty-six individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

No meeting was held during the month of April 2003.

Dallas Woodruff, Headquarters open the meeting by welcoming everyone for participating in the teleconference.

Joint Committee on Printing Commercial Printing Report JCP Form # 2 -Closeout

Dallas Woodruff, Headquarters thanked those site representatives that had submitted their JCP Form # 2 report to Headquarters in a timely manner. A number of reports were received via fax, e-mail, and U.S. Postal mail. Prior to today's teleconference a reminder notice was sent via e-mail to those sites, which failed to submit a report by the due date.

Use of Appropriated Funds for the Procuring of Printing and Related Services

Dallas Woodruff, Headquarters informed the group that a number of sites are unclear in regard to procuring printing and related services outside of the Government Printing Office (GPO) when the dollar amount is less then \$1000.00. *U.S. Code, Title 44, Public Law 102-392 and 103-283 states no funds can be obligated for the expenditure of printing and related services unless procured through the GPO, and or a GPO authorized contractor.* Therefore, regardless of the dollar amount, the work must first be offered to GPO. If the GPO were unable to meet your requirements, a waiver and or a response would be issued authorizing procuring outside of GPO.

If you have selected a vendor that can meet your requirement, and that vendor is on the GPO bid list, you can enter their name on your GPO SF-1 requisition as a suggested source. If the vendor is not on the GPO bid list, you can encourage them contact the GPO bid room to be placed on the bid list. Cathy Marciante, Oak Ridge Operations Office said some site contracts might be written in a manner that gives an indication that it is ok to procure printing outside GPO. Cathy also said she would like for the Office of Procurement, Headquarters to send a notice to the field procurement offices stating that no contract language is to be written in a manner to encourage bypassing GPO for printing and related services.

Classified Printing and the Status of the Denver RPPO

Dallas Woodruff, Headquarters said during the month of April the GPO contacted Headquarters in regard to procuring classified work through the Denver RPPO. Discussions focus on whether or not the Department foresees sending classified work to that facility. The workload has declined over the past few years, and main GPO is studying what should be done to minimize the operating expense.

Linda Adams, Savannah River asked if the Department was the main customer to provide work to the facility. Dallas said he is unaware of the number of jobs being sent to the facility by other agencies. Edna White, NNSA Nevada asked if the recent survey in which Headquarters requested data on the number of classified work being done at sites was in relation to the Denver RPPO. Dallas said the survey was based on both the Denver RPPO matter, and for Headquarters to obtain data on the classification of work being produced by sites. Although a high number of small page count classified jobs are being produced, the survey results indicated a decline in the total unit count for classified work for the past three years.

National Nuclear Security Administration (NNSA) Letterhead.

Dallas Woodruff, Headquarters informed the group that the printing of the NNSA Letterhead has just been completed. Production of the letterhead began over a year ago and the Headquarters; Printing Team had recently received final approval to complete the production. An electronic file copy of the letterhead sheet and a specification sheet will be sent to NNSA sites to be used as a guide for creating your own letterhead. In most cases only the site name, city and state would need to be added, while deleting Washington, DC. Edna White, NNSA Nevada asked if the letterhead design included the DOE Seal on the right side. Dallas said the DOE Seal is on the right and the NNSA logo is on the left. Cathy Marciante, Oak Ridge Operations Office and Hart Guenther, Nonproliferation & National Security Institute asked to be added to the list that would receive the NNSA letterhead on electronic file.

Statue of the U.S. Postal Mail Delivery to Headquarters and Field Sites

Al Majors, Headquarters informed the group that Headquarters Mail Managers had recently participated in a meeting with the Postal Services. A discussion was held in regard to decreasing the number of days it now take to sanitized mail from the current 6 – 15 to 4 – 10 days. Mail from Headquarters to field sites is not subject to sanitizing, therefore, mailed from Headquarters to field sites should delivery in a timely manner.

Mail Profile Report

Al Majors, Headquarters informed the group that the Department incurred a cost of approximately \$6.3mil for mailing and shipping expenditures. The General Services Administration (GSA) estimated the Department cost to be around \$6.5mil. Al thanked the sites for reporting the information.

Mail Management Reporting Requirements Updating the Language

Al Majors, Headquarters talked about the possibility of GSA including stronger language in the new mail regulations to force contractors into providing the required information. A number of sites express concerns because contractor operated sites were reluctant to provided the necessary information.

Al informed the group that during September 2004, the U.S. Postal Service is planning to host one of the two National Postal Forums in Washington, DC.

DOE Mail Manual DOE M 573.1-1

Al Majors, Headquarters asked for feedback on whether the Department should continue utilizing the Mail Manual. If use of the manual continues, updates would need to occur in order make it current to include the new mail regulations.

Other Items Discussed

U.S. Postal Service's CAPS Account

Tony Nellums, Headquarters asked if any site is using the CAPS Account, and if so to contact him on (202) 586-6064. Apparently the Postal Service has some leftover funds, which may belong to the Department.

Lost Items returned to Headquarters that was shipped via Fed Ex.

Tony Nellums, Headquarters stated that he is receiving lost items that were shipped via Fed Ex, and he would like for those that are missing items to contact him on (202) 586-6064.

2003 Printing and Mail Conference

A questioned was asked on whether a Printing and Mail Conference would take place this fiscal year and or next year. Dallas Woodruff, Headquarters said Headquarters would not be hosting a Printing and Mail conference this fiscal year.

Sites in Attendance

Schenectady Naval Reactors
Nonproliferation & National Security Institute
Los Alamos National Laboratory
Grand Junction Office
Strategic Petroleum Reserves Office (2)
Oak Ridge National Laboratory (2)
Knoll Atomic Laboratory (2)
Savannah River Operations Office (2)
National Nuclear Security Administration, Nevada (3)
Bechtel Nevada

Western Area Power Administration
Yucca Mountain
Headquarters (3)
National Security Complex Y-12 (2)
Southwestern Power Administration
Oak Ridge Operations Office
West Valley Demonstration Project
Los Alamos National Laboratory